

DEPARTMENT OF THE NAVY
NAVAL AIR STATION, WHIDBEY ISLAND
OAK HARBOR, WASHINGTON 98278-5000

NASWHIDBEYINST 11103.8
SUQ:Kd
7 Sep 1993

NASWHIDBEY INSTRUCTION 11103.8

Subj: NAVAL AIR STATION GEOGRAPHICAL BACHELOR REVIEW
BOARD (GBRB)

Ref: (a) OPNAVINST 11103.1A
(b) NAVPERS 15606, Navy Bachelor Quarters Manual

Encl: (1) Basic Letter Format for Unaccompanied Married
Personnel
(2) Sample Command Endorsement
(3) Monthly Budget Statement
(4) BQ Administration/CARD Check List
(5) Request for Temporary Berthing While Submitting
Request for Geographical Bachelor Berthing
(6) GBRB Submission Procedures/Requirements for Member

1. Purpose. To issue procedures for the Naval Air Station (NAS) Whidbey Island, Geographical Bachelor Review Board, which determines entitlement of permanent party unaccompanied married personnel receiving Bachelor Allowance for Quarters (BAQ) at the "with dependents" rate to Bachelor Quarters (BQ).

2. Background

a. Guidelines for assignment, occupancy, and use of Navy BQ and the priority of assignments to BQ for military and civilian personnel are outlined in references (a) and (b). Installation commanders are to establish procedures for processing berthing requests from unaccompanied married personnel drawing BAQ at the "with dependents" rate based on documented hardships.

b. Geographical Bachelors (GB's) are E5 and above permanent party members stationed in the Continental United States (CONUS) or Hawaii who, by choice, are separated from their families, are in receipt of BAQ at the "with dependents" rate, and are entitled to travel of dependents and transportation of household goods.

(1) E1 to E4 married personnel whose family members reside outside a 50-mile radius of the installation or who have a proven hardship, may reside in adequate BQ on a space-required basis.

(2) Members with dependents in CONUS and Hawaii who did not move their dependents to their new duty station will be screened by the GBRB to review applications and determine needy applicants. If the board approves the application, the GB will be berthed on a space required basis for a period of 180 days while looking for permanent housing. At the end of 180 days, member may request re-evaluation by the board if berthing is still needed. If the application is not approved by GBRB, the GB may be assigned quarters, if available, on space available basis. GB's assigned space available quarters may be required, given 10

days notice, to vacate government quarters to make room for residents of a higher priority.

(3) Members who demonstrate a true hardship, defined as special educational or medical requirements for dependents which precluded their transfer with the member, will be housed on a space required basis and protected from displacement and re-evaluation by the GBRB for the length of their tour provided proper documentation is presented per this instruction.

(4) Permanent party personnel with eligibility for family housing not included in either of the above categories will be housed on a space-available basis only. Included are unaccompanied service members in the process of arranging for housing for their dependents.

c. All geographical bachelors may be berthed at less-than-adequate criteria. For example, two officers may be berthed together, but not at less than 72 square feet per person, as established by references (a) and (b), nor more than four to a room.

d. Space is not available to provide quarters to Voluntarily Separated Personnel (VSP) who are accompanied in the Oak Harbor area. Requests in such circumstances will be approved only under the most extreme instances of hardship. Under no conditions will Bachelor Quarters be assigned to personnel whose dependents occupy military family quarters in the Oak Harbor area.

3. Action. The NAS GBRB will convene the first and third Friday of each month at 0900 in the NAS Commanding Officer's Conference Room, to screen requests for humanitarian berthing and determine berthing eligibility. At the NAS Commanding Officer's discretion, the periodicity of convening the GBRB may be modified according to the number of requests to be considered in any given month. GBRB determinations for berthing eligibility will be tailored to fit the individual case. Formal appeals will be reviewed and judged by the NAS Commanding Officer.

a. Composition. The presence of three voting members (indicated by an asterisk) constitutes a quorum for the conduct of business. The Board is composed of the following members:

Chairman*	- NAS Executive Officer
Member*	- NAS BQ Officer
Member*	- NAS Command Master Chief (CMC)
Member*	- If the request is from a tenant command, an officer representative or the CMC from that command will be designated by the Commanding Officer/Officer in Charge of that command
Member	- Command Financial Specialist (CFS)
Member	- Central Assignment Registration Desk (CARD) Supervisor
Recorder	- BQ Administrative Secretary

b. Format. All members submitting berthing requests must follow the format contained in enclosure (1). All requests must be endorsed by their command using enclosure (2) as an example.

Command endorsements from tenant command personnel will be from the commanding officer/officer in charge. Command endorsements from NAS personnel will be from the department head. All requests to appear before the GBRB must include a monthly budget statement, enclosure (3), filled out by the member. A complete list of requirements is included in enclosure (4) and should be used by the member and his/her command to ensure that the request is properly completed prior to submission to the GBRB.

c. Submission Procedures

(1) Personnel requesting consideration by the NAS GBRB will submit a request via their chain of command to the Commanding Officer, NAS Whidbey Island. Personnel requiring temporary berthing will be required to submit enclosure (5). All temporary berthing will be provided in the Transient Quarters for a maximum period of 14 days and a daily service charge will be assessed. Service charges must be paid in advance. Steps for submission and a list of required documents are included in enclosure (6).

(2) Upon receipt of the completed package and supporting documents, the BQ Officer will schedule the member for the next available GBRB and notify him/her of the date. The member must be present at the board to answer any questions that may arise.

d. Basic Criteria

(1) The unaccompanied married member's request must clearly show that the hardship meets the following criteria for eligibility to reside in the NAS BQ:

(a) A secured hardship exists, not normally encountered by other members of the naval service.

(b) Member has made every reasonable effort to procure alternative civilian housing.

e. Supporting Statements. The following supporting statements will be included in the basic request, as applicable:

(1) If dependent illness is involved, a current (within 2 months) statement is required from the attending physician. Medical terminology within the statement should be defined to a degree sufficient to allow a layperson to understand the nature of the illness. The statement must include both the diagnosis and prognosis, and, if hospitalization is involved, probable length of the hospitalization and an estimate of when dependents could realistically be expected to move (or not) to the Oak Harbor area.

(2) If special educational requirements are involved, a statement is required from the institution. The statement must include reasons for special education requirements and an estimate of the probable length of the requirement and estimate of when, or if, the dependent could realistically be expected to move to the Oak Harbor area.

(3) If the hardship involves a non-legal (not documented by recognized court records) separation or pending divorce, a current statement from the attorney involved and a copy of all separation/divorce proceedings documents must be attached to the request.

4. Berthing Criteria. Personnel with an approved GB berthing request will be berthed in two-person rooms for commissioned officers and E7 to E9, and three-person rooms for E6 and below. By requesting GB berthing at NAS, members are indicating their willingness to accept less-than-adequate quarters, as defined by references (a) and (b).

5. Notification. Applicants for Geographical Bachelor assignments for BQ berthing will be notified in writing of the board's decision. Individuals from tenant commands will be notified via their chain of command.

/s/
R. R. PENFOLD

Distribution:
NASWHIDBEYINST 5215.2BB (1 copy)
Lists A (less 7,13,14)
B,D,E

SAMPLE OF BASIC LETTER

From: (Applicant)
To: Commanding Officer, Naval Air Station, Whidbey Island
(Code SUQ)
Via: Commanding Officer/Officer in Charge/Department Head
(Parent Command)

Subj: REQUEST FOR GEOGRAPHICAL BACHELOR BERTHING IN NAVAL AIR
STATION, WHIDBEY ISLAND BACHELOR QUARTERS

Ref: (a) NASWHIDBEYINST 11103.8

Encl: (1) Copy of Record of Emergency Data (NAVPERS 1070/602)
(2) Copy of History of Assignments (NAVPERS 1070/605)
(3) Copy of Most Recent Leave and Earnings Statement (LES)
(4) Monthly Budget Statement
(5) Other supporting documents as deemed necessary

1. Per reference (a), I respectfully request assignment to/
extension of berthing in the Naval Air Station, Whidbey Island
Bachelor Quarters for the following time period _____ to
_____.

2. Complete and meaningful description of the hardship.

3. Description of action taken to date: (If alternative
civilian housing was investigated, include results.)

4. Names, addresses, and ages of dependents.

5. Location of dependents and household effects.

6. Medical data (if applicable) with physician's name, area
code, and phone number (also use to document dependent special
assistance/requirements).

7. Special educational requirement data (if applicable), with
point of contact, area code, and phone number.

8. As required by reference (a), enclosures (1) through (5) are
forwarded as supporting documents.

SIGNATURE

SAMPLE FIRST ENDORSEMENT

FIRST ENDORSEMENT on (Basic Letter)

From: Commanding Officer/Officer in Charge/Department Head
(Parent Command)
To: Commanding Officer, Naval Air Station, Whidbey Island
(Code SUQ)
Subj: REQUEST FOR GEOGRAPHICAL BACHELOR BERTHING IN NAVAL AIR
STATION, WHIDBEY ISLAND BACHELOR QUARTERS (BQ)
Ref: (a) NASWHIDBEYINST 11103.8

1. Commanding Officer/Officer in Charge/Department Head's recommendation.
2. Commanding Officer/Officer in Charge/Department Head's synopsis of information provided thus far, and other pertinent information gained from a personal interview.
3. Applicant's personal data. (Obtained from service record)
 - a. Date reported for duty:
 - b. EAOS
 - c. PRD
4. Per reference (a), _____ is designated a temporary member of the Naval Air Station, Whidbey Island Geographical Bachelor Review Board to review this case.

SIGNATURE

MONTHLY BUDGET STATEMENT

NAME _____ PAYGRADE _____ YEARS _____ RATE _____ SSN _____ EAOS _____ PRD _____

PAY AND ALLOWANCES		WATER/SEWER/GARBAGE	\$
A. MILITARY PAY AND ALLOWANCES:		TELEPHONE	\$
BASE PAY	\$	FOOD/GROCERIES	\$
BAQ	\$	TRANSPORTATION/AUTO EXPENSES	\$
VHA	\$	INSURANCE, AUTO	\$
BAS/COMRATS	\$	INSURANCE, LIFE	\$
SEA PAY	\$	MEDICAL/DENTAL EXPENSES	\$
OTHER	\$	CHILD CARE	\$
A. SUBTOTAL	\$	ENTERTAINMENT/PERSONAL	\$
B. SUPPLEMENTAL INCOME:	\$	AUTO LOAN #1	\$
PART-TIME JOB NET	\$	AUTO LOAN #2	\$
SPOUSE EARNINGS NET	\$	CREDIT CARD/REVOLVING CHARGE PAYMENTS	
CHILD SUPPORT	\$		\$
INCOME PROPERTY/OTHER	\$		\$
B. SUBTOTAL	\$		\$
C. GRAND TOTAL PAY & ALLOWANCES	\$		\$
DEDUCTIONS		E. SUBTOTAL	\$
D. DEDUCTIONS/ALLOTMENTS:	\$	F. GRAND TOTAL DEDUCTIONS/EXPENSES	\$
SGLI/GOVERNMENT INSURANCE	\$	UNOBLIGATED INCOME (C - F)	\$
FEDERAL WITHHOLDING TAX	\$	DEBT TO INCOME RATIO (C/F)	\$
STATE INCOME TAX	\$	ENLISTMENT/RE-ENLISTMENT BONUS PAYMENTS	
FICA/SOCIAL SECURITY TAX	\$	LAST - DATE	\$
ALLOTMENT	\$	NEXT - DATE	\$
ALLOTMENT	\$	BANK ACCOUNT INFORMATION	
D. SUBTOTAL	\$	CHECKING ACCOUNT BALANCE	\$
E. EXPENSES:	\$	SAVINGS ACCOUNT BALANCE	\$
RENT/MORTGAGE	\$		\$
GAS/ELECTRIC	\$		\$

NASW 7430/2 (8-93)

Encl (3)

7 Sep 1993

NAVAL AIR STATION WHIDBEY ISLAND
GEOGRAPHICAL BACHELOR REVIEW BOARD (GBRB)
BQ ADMINISTRATION/CARD CHECK LIST

NAME _____ RATE _____ SSN _____
COMMAND _____ DATE CHECKED IN _____
WORK CENTER _____ PHONE NUMBER _____
CHECK ONE: () VOLUNTARILY SEPARATED () DIVORCED/LEGALLY SEPARATED
() COURT ORDERED/COMMAND ORDERED SEPARATION

STEP	INITIALS	DATE	RESPONSIBILITY	
1			CARD CLERK	MEMBER CHECK IN WITH CENTRAL ASSIGNMENT. TEMPORARY BERTHING ASSIGNED: BUILDING _____ ROOM _____ ENCL (6) RECEIVED _____ TEMPORARY _____ BERTHING NOT REQUIRED
2			CARD CLERK	ISSUE COPY OF AND EXPLAIN NASWHIDBEYINST 11103.8
3			CARD CLERK	COPY OF ORIGINAL PCS ORDERS ATTACHED TO THIS FORM AND FORWARDED TO BQ ADMINISTRATION
4			BQ ADMIN	MEMBER ENTERED IN GB TICKLER FILE. FOLLOW-UP DATE IS _____ (14 DAYS FROM CHECK IN)
5			BQ ADMIN	FOLLOW-UP CONDUCTED WITH MEMBER'S COMMAND _____. PACKAGE REC'D BY MEMBER'S COMMAND. EXPECTED DATE OF COMPLETION IS _____. PACKAGE NOT YET REC'D BY MEMBER'S COMMAND. 2 ND FOLLOW-UP DATE _____ (3 DAYS)
6			BQ ADMIN	PACKAGE REC'D BY BQ ADMIN FROM MEMBER'S COMMAND. VERIFIED COMPLETE. TICKLER UPDATED.
7			BQ ADMIN	MEMBER SCHEDULED FOR GBRB ON _____. MEMBER NOTIFIED.
8			GBRB	REQUEST REVIEWED BY GBRB. FOLLOWING ACTION TAKEN: --REQUEST APPROVED-EXPIRATION/DATE OF DEPARTURE _____ --REQUEST APPROVED-PLACED ON WAITING LIST. PRIORITY _____ (1-10) --REQUEST DISAPPROVED-MEMBRER MAY RESUBMIT --REQUEST RECHEDULED UNTIL _____ FOR THE FOLLOWING REASON: _____ _____ _____
9			BQ ADMIN	APPROVAL LETTER TYPED
10			SUPPO/BQ ADMIN	APPROVAL LETTER SIGNED BY SUPPLY OFFICER. SENT TO BLDG. _____ TO BE SERIALIZED. COPY OF LETTER TO CENTRAL ASSIGNMENTS
11			CARD SUPERVISOR	PERMANENT ROOM ASSIGNED. BLDG. _____ ROOM _____.
12			BQ ADMIN/CARD CLERK	SERIALIZED LETTER FORWARDED TO MEMBER. COPY WITH PACKAGE TO CENTRAL ASSIGNMENTS TO BE FILED WITH REGISTRATION FORM.

Date: _____

From: _____
To: Bachelor Quarters Officer

Subj: REQUEST FOR TEMPORARY BERTHING WHILE APPLYING FOR GEO-
GRAPHICAL BACHELOR BERTHING

Ref: (a) NASWHIDBEYINST 11103.8

1. In accordance with reference (a), request temporary berthing in the Naval Air Station, Whidbey Island Bachelor Quarters while I submit my package for consideration by the Geographical Bachelor Review Board.

2. I hereby agree to the following items (please initial each):

_____ I understand that I am being berthed in the Transient Quarters on a space available basis, for a maximum of 14 days while I submit my package.

_____ I agree to pay in advance the daily room service charge indicated on my registration form, and I also understand that I will not receive any reimbursement for this payment.

_____ I agree to voluntarily pay checkage in accordance with the DOD Pay Manual if I do not pay in full any service charges due prior to my check out from these quarters.

_____ I have read and understand my responsibilities as outlined in reference (a).

_____ I will notify Central Assignments, building 2701 or 973, when my completed Geographical Bachelor package has been submitted to my chain-of-command, so that my records may be updated.

_____ I understand that I must immediately vacate my room if my GB package is not submitted within 14 days, or if my request for Geographical Bachelor berthing is disapproved.

SIGNATURE

NAVAL AIR STATION WHIDBEY ISLAND
GEOGRAPHICAL BACHELOR REVIEW BOARD (GBRB)
SUBMISSION PROCEDURES/REQUIREMENTS FOR MEMBER

NAME _____ RATE _____ SSN _____
COMMAND _____ DATE CHECKED IN _____
WORK CENTER _____ PHONE NUMBER _____
CHECK ONE: () VOLUNTARILY SEPARATED () DIVORCED/LEGALLY SEPARATED
() COURT ORDERED/COMMAND ORDERED SEPARATION

STEP	INITIALS	DATE	RESPONSIBILITY	PROCEDURE
1			MEMBER	CHECK IN WITH CENTRAL ASSIGNMENTS, BLDG. 2701, WITH COPY OF ORIGINAL PCS ORDERS.
2			MEMBER	GET COPY OF NASWHIDBEYINST 11103.8 AND READ THOROUGHLY. FILL OUT AND SUBMIT ENCL (6) IF TEMPORARY BERTHING IS REQUIRED.
3			MEMBER	PREPARE AND SUBMIT ALL REQUIRED DOCUMENTATION TO CHAIN-OF-COMMAND FOR GBRB REQUEST.
4			MEMBER	NOTIFY CENTRAL ASSIGNMENTS WHEN PACKAGE HAS BEEN SUBMITTED TO CHAIN-OF-COMMAND.
5			COMMAND	PACKAGE REVIEWED FOR ACCURACY. CHECK FOR ALL REQUIRED SUPPORTING DOCUMENTS.
6			COMMAND ADMIN	SMOOTH PACKAGE PREPARED FOR CO/OIC/DH SIGNATURE, INCLUDING FIRST ENDORSEMENT.
7			CO/OIC/DH	PACKAGE/FIRST ENDORSEMENT SIGNED. FORWARD TO NAVAL AIR STATION WHIDBEY ISLAND (CODE SUG) FOR ACTION.

STEPS 1-7 SHOULD BE COMPLETED WITHIN 14 DAYS OF MEMBER'S INITIAL CHECK-IN WITH CENTRAL ASSIGNMENTS. BQ ADMIN SHOULD BE NOTIFIED OF ANY DELAYS AT 257-2076.

CHECK LIST OF REQUIREMENTS:

UNACCOMPANIED MARRIED PERSONNEL		VOLUNTARY SEPARATED OR DIVORCE/LEGALLY SEPARATED	
	ENCLOSURE (1) BASIC LETTER		ENCLOSURE (1) BASIC LETTER
	RECORD OF EMERGENCY DATA (NAVPERS 1070/602)		RECORD OF EMERGENCY DATA (NAVPERS 1070/602)
	HISTORY OF ASSIGNMENTS (NAVPERS 1070/605)		HISTORY OF ASSIGNMENTS (NAVPERS 1070/605)
	MOST RECENT LEAVE & EARNINGS STATEMENT		MOST RECENT LEAVE & EARNINGS STATEMENT
	ENCLOSURE (3) COMMAND ENDORSEMENT		ENCLOSURE (2) APPLICATION FOR GB BERTHING
	ENCLOSURE (4) MONTHLY BUDGET STATEMENT		ENCLOSURE (3) COMMAND ENDORSEMENT
	SUPPORTING DOCUMENT _____		ENCLOSURE (4) MONTHLY BUDGET STATEMENT
	SUPPORTING DOCUMENT _____		PROOF OF DEPENDENT SUPPORT
	SUPPORTING DOCUMENT _____		PROOF OF SEPARATION (DIVORCE/SEPARATION PAPERS)
			COURT ORDERS (IF APPLICABLE)